

Message Text

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FM AMEMBASSY BUCHAREST

TO SECSTATE WASHDC 5968

UNCLAS BUCHAREST 6583

E.O. 11652: N/A

TAGS: ASEC

SUBJECT: SECRETARIES FOR SECURITY PERSONNEL

REF: STATE 297923

IN RESPONSE TO REFTEL THE FOLLOWING INFORMATION IS
PROVIDED:

1. MARILYN E . CASPER, SECRETARY; POS NO 50-2021-027.
2. H. CLARKE RODGERS, ADMINISTRATIVE OFFICER;
POS NO 50-2021-027. MS CASPER SPENDS APPROXIMATELY 70 PERCENT
OF HER TIME WORKING FOR IMMEDIATE SUPERVISOR.
3. WILLIAM A. CATTERSON, REGIONAL SECURITY OFFICER,
POS NO 56-2510-049. MS CASPER SPENDS APPROXIMATELY 5 PERCENT
OF HER TIME WORKING ON PURELY SECURITY MATTERS. THE REMAINING
25 PERCENT OF HER WORK WEEK IS DEVOTED TO PERSONNEL MATTERS.
THE RSO IS ALSO DESIGNATED ACTING PERSONNEL OFFICER.
4. MS CASPER IS THE ONLY AMERICAN SECRETARY IN THE THREE-
OFFICER ADMIN SECTION. CURRENT WORKING RELATIONSHIPS ARE
EXCELLENT AND MS CASPER IS MOST RECEPTIVE TO HANDLING WHATEVER
PORTION OF THE SECURITY WORKLOAD HER SCHEDULE PERMITS. THE
SITUATION DOES NOT POSE UNDUE HARDSHIPS FOR THE RSO. MS CASPER
ALSO PREPARES MONTHLY REPORTS AND OTHER OCCASIONAL CORRESPONDENCE
FOR SEABEE.
BARNES

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